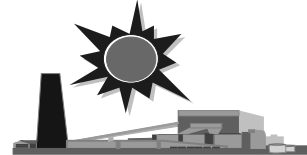




INSTALLATIONS TO ENVY



DEPUTY CHIEF OF STAFF FOR ENGINEERING HOUSING, ENVIRONMENT, AND INSTALLATION LOGISTICS

BULLETIN NO. 98-1

JAN 98

FACILITIES

DELEGATION OF APPROVAL AUTHORITY. We have received several telephonic requests to confirm the current approval authority limits. To assure widest dissemination, we provide the following recap of Delegation of Authority No. 02-97 and AMCEN-F memorandum dated 28 Feb 97:

These are the current limitations for Major Subordinate Command (MSC) approval (which may be redelegated as desired):

- Minor Construction projects - \$500,000 (except for those to correct health, life, or safety threatening deficiencies - \$1,000,000)
- Maintenance or Repair projects - \$2,000,000.

We encourage Installation Directorates of Public Works (DPWs) to obtain technical support from the USAMC Installations and Services Activity (AMC I&SA) staff on projects where specific technical expertise is not available in their organization. The MSC and installation DPWs need to be aware of and to prevent statutory violations, ensure proper work classification, and have competent personnel conduct technical reviews of projects.

There are different limitations for participants in the DOD Lab Revitalization Demonstration Program. Research and Development activities interested in that program should call Mr. Hank Norcom, DSN 767-3411, for more information. (AMCEN-F/Mr. Foster/DSN 767-8122)

COMMERCIAL ACTIVITIES (CA). The CA program is being aggressively pursued throughout U.S. Army Materiel Command (AMC), and your staffs need to be aware that all BASOPS positions in AMC and throughout the Army are to be reviewed starting by the end of FY 99.

Each MSC has established CA POCs and should have a POC at each installation. Each functional area should have already identified functions for study. If not, this needs to be done as soon as possible. Along with identification of functions for study, each installation is to identify which functions are Governmental In Nature (GIN) and exempted from CA study. Be aware that each GIN position is subject to question/justification by your installation and MSC.

The purpose of the CA program is to assure that functions are being performed the most economical, efficient way possible. The in-house work force has an opportunity to prepare a Most Efficient Organization to compete for the Performance Work Statement (PWS) along with contract proposals. Your best chance for competition starts with the preparation of the best PWS you can develop. The tried and proven approach is to start early and develop a detailed CA study strategic plan. (AMCEN-F/Mr. Foster/DSN 617-8122)

AMC FY 01-06 MILITARY CONSTRUCTION (MILCON) PROGRAM. On 12 Dec 97 the MSCs briefed the AMC Military Construction Working Group (MCWG) on their FY 01-06 MILCON programs. All MSCs were very responsive and participated in the development of the

programs. The FY 01 section of the program consists of about 24 projects and is currently being staffed at AMC Headquarters. The plan is to present the program to the

Senior Resource Action Committee and, with the Commanding General's approval, submit it to HQDA.

In general, all MSCs were enthusiastic in their support of the program and submission of candidate projects. However, as a general observation, some MWCG members questioned whether the realities of downsizing had been fully considered in development of the MSCs' FY 01-06 programs. They also questioned whether all reasonable alternatives were considered; e.g. DOD Laboratory Revitalization Demonstration Program (LRDP), Unspecified Minor Military Construction, Army (MCA) Program (UMMCA), Base Realignment and Closure (BRAC) funding, and privatization of utilities. Direct any questions to Mr. Hank Norcom, AMCEN-F, DSN 767-3411.

INSTALLATION RPLANS NOW AVAILABLE ON WORLD WIDE WEB (WWW).

The Installation Real Property Planning and Analysis System (RPLANS) is now available on the WWW. The contractor administering RPLANS (R&K Engineering) is in the process of setting up accounts and passwords for AMC installations which submit the Installation Status Report (ISR). There are still a few technical difficulties that R&K Engineering is working out, but accounts should be available for the following installations in the near future: Charles Melvin Price Support Center; Anniston Army Depot (AD); Blue Grass AD; Letterkenny AD; McAlester Army Ammunition Plant (AAP); Pine Bluff Arsenal; Red River AD; Sierra AD; Tobyhanna AD; Tooele AD; Watervliet Arsenal; Adelphi Laboratory Center; Natick Research, Development and Engineering Center; Detroit Arsenal; Picatinny Arsenal; US Army Garrison, Selfridge; Dugway Proving Ground; White Sands Missile Range; and Yuma Proving Ground. In order to get "on line," installations need to contact Dwight Luedtke, R&K Engineering, (540)343-7300, email: dwightl@rkeng.com, to receive their account name, password, and instructions on accessing installation RPLANS.

Installation RPLANS feeds information into the ISR and provides data to the Army Installation Management - Headquarters Information (AIM-HI) Model. This past fall, HQ AMC scrubbed facilities requirements that are now loaded into Installation RPLANS. With access to Installation RPLANS, installations will have the capability to change facility requirements themselves and in specific cases where Major Army Command (MACOM) level approval is needed, they'll be able to electronically submit their request through RPLANS. (AMCEN-F/Ms. Schmidt/DSN 767-3417).

DON SLAUSON RETIRES. Mr. Don Slauson, Engineering and Housing Division, HQ AMC Deputy Chief of Staff for Engineering, Housing, Environment, and Installation Logistics (DCSEHE&IL), retired 3 Jan 98. Don, or "Mr. MCA" as many of us know him, played a major role in dotting AMC's landscape with the many MILCON projects he programmed over the last 2 decades. We wish him the best in his well-deserved retirement years.

Mr. Hank Norcom, with backup from Ms. Wendy Schmidt, is now the primary AMC POC for MCA. With a combined 27 years of planning and programming experience in AMC, they are well prepared to assume these roles. You can reach Hank and Wendy at DSN 767-3411 (email: hnorcom@hqamc.army.mil) and DSN 767-3417 (email: wschmidt@hqamc.army.mil).

GAO SURVEY ON REAL PROPERTY MAINTENANCE.

GAO sent a survey to MACOMs and selected installations on 15 Dec 97. The survey includes questions about Installation Status Report, budgets, and un-financed requirements. If you have received and not responded to the survey, it is important that you do so promptly. GAO plans to submit results to Senate Arms Services Committee in Mar 98. Survey results may help efforts to increase real property maintenance resources. (AMCEN-F/Mr. Patel/DSN 767-3413)

POWER DISTRIBUTION EQUIPMENT WITH LITTLE OR NO LOAD RESULT IN HIGHER UTILITY COSTS.

Many installations pay a monthly penalty charge imposed by utility companies for not maintaining their Power Factor (PF) at or above a negotiated value (usually 0.90). In this period of reduced resources, installations with a low PF penalty clause can reduce their annual electric utility costs significantly by improving the PF. Generally, inductive loads such as induction motors, transformers, and other power control equipment result in a low power factor when these types of equipment operate with little or no load for an extended period of time. Solutions for a low PF usually include the installation of power factor correction capacitors on the power distribution systems. However, before an investment is made for placement of capacitor banks, installations should identify transformers and induction motors with little or no load and perform an economic evaluation to modify the distribution system to increase the load on such equipment. AMC I&SA can provide technical support to installations to evaluate such conditions and improve power factors. (AMXEN-C/Mr. Biswas/DSN 793-5832).

METRIC CONVERSION MADE EASY:

With the United States converting to metrics (the units of measure, not the misuse of the term as the current buzz word) we have discovered some useful tools to translate measurements. For you computer folks, there are some shareware programs at www.windows95.com. For the rest of you (like myself) who were born "prior to Microsoft," there are hand held "pocket size" calculators available that will convert weights, volume, measurements, and temperature. We have purchased these relatively inexpensive (\$40) units and have found they do meet their advertised slogan "Simple enough for a child to use and understand." In fact, many of our engineers could understand as well. (AMXEN-C/Mr. Schroeder/ DSN 793-8293)

BOND IT TOGETHER: The major concern in the protection of structures and/or loading platforms for explosive operations is the occurrence of harmful potential differences between the conductors of the lightning protection system, grounded metal structures,

and other utilities. The resistive and inductive effects of lightning strikes can cause potential differences of such a magnitude that dangerous arcing can occur. In order to reduce the possibility of arcing, it is necessary to equalize potentials by bonding all grounded metal bodies to the lightning protection system. All grounding media in and around structures and/or loading platforms should be interconnected to provide a common ground potential. Remember, this includes interconnection of grounded railroad tracks, metal structures, utilities, and the lightning protection system. (AMXEN-C/Mr. Taylor/DSN 793-6656)

LESSONS LEARNED ON RECENT RAILROAD PROJECTS. Following is a list of do's and don'ts from recent railroad repair projects from various installations.

a. Make sure the contractor performs final surfacing of crossings before installing the crossing materials and performing the connecting road work. Otherwise you could end up with a distorted vertical railroad profile.

b. Remember to include bolt tightening and respiking/plugging of old ties as part of major repair projects. You may need a contract mod to achieve desired final results if you don't.

c. When raising track with new ballast, make sure the existing foreslopes will accommodate the shoulder ballast. You may need sliver fills and drainage appurtenance modifications in some areas to hold the ballast.

d. Don't forget to consider rail anchors and establishing a uniform pattern when you do need them.

e. Make sure that the contractor knows and uses the correct spiking patterns in TM 5-628, Apr 91, Railroad Track Standards.

f. If the bolting patterns are incorrect on existing joint bars and you are not changing out the rail, have the pattern corrected as part of the repair project.

g. On large projects make sure that the contract documents spell out who is responsible for routine maintenance on tracks that must remain active for installation use while the contractor is also working on them.

As we continue with strategic mobility railroad work in years to come, it is important to make the best use of funds available and learn from our mistakes or omissions. Overall, I've seen some really good work at our installations and a lot of dedicated effort, so keep it up. (AMXEN-C/Mr. Reindl/DSN 793-8264)

A SUCCESS STORY--ACQUIRING, INSTALLING, AND IMPLEMENTING A COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) AT RADFORD ARMY AMMUNITION PLANT (RFAAP)/ATK. AMC I&SA has been looking at CMMS since 1992 as a low cost way to maintain high levels of readiness for all AMC facilities.

We have to look at new ways of doing business as greater demands are being placed on fewer resources.

The use of a PC-based CMMS brings Facility Management into the modern age allowing facility maintenance to take its proper role in the efficient operation of AMC installations. The use of CMMS involves a change from traditional reactive maintenance to also include preventive and predictive maintenance. Computerized information systems can quickly and accurately provide information on work orders, costs, labor use, equipment condition downtime, inventory control, and scheduling. The main benefits of a CMMS are: reduced downtime, extended equipment life, more effective use of manpower, increased productivity, reduced emergencies, immediate access to current and historical data, common data shared among users, improved control over maintenance budget, and very cost effective.

AMC I&SA coordinated the transfer of an inactive CMMS from Letterkenny AD to RFAAP. We completed the transfer of the software, MP2 from Datastream Corp in Apr 97. Datastream and ATK updated and installed the 1992 version of MP2 at RFAAP. The ATK input over 12,000 equipment records into the database and became fully operational in Dec 97. They produce work orders for scheduled and nonscheduled maintenance for both facility and production equipment. Datastream has continued to provide service and technical support to ATK. AMC I&SA will continue to assist in the successful operation, maintenance, and expansion of CMMS use at Radford/ATK as well as all other AMC installations. (AMXEN-C/Mr.Podhurst/DSN: 793-8295)

A SUCCESS STORY: THE JOHN J. SPARKMAN CENTER AT REDSTONE ARSENAL (RASA) - HOW TO PLAN, DESIGN, AND CONSTRUCT ARMY FACILITIES.

The John J. Sparkman Center is the Headquarters of the U.S. Army Aviation and Missile Command (AMCOM). The office complex is a 683,790 square foot facility completed in FY 94. The site planning for the original facility included a master plan to accommodate future buildings. RASA's prior planning returned major readiness dividends in order to comply with BRAC decisions. The original project provided utilities to accommodate additional buildings. They simply had to tie in the new piping to the existing lines. RASA sized all water, sewer, and storm drainage lines for the full buildout, as well as electrical service and steam supply systems. They then added the first 95,000 square foot addition from BRAC 91. The original central plant was increased to house additional generators and chillers. The footprint increase was easily handled due to the forward planning in the original project. BRAC 95 brought about the last addition which completed the full buildout of the Sparkman Center. The last two buildings in the center were named for Senator Howell Heflin. The Heflin Complex is a 236,101 square foot addition to the John J. Sparkman. The complex was constructed to house administrative personnel relocated to Redstone Arsenal. The complex consists of two administrative buildings with special amenities. The two buildings will house approximately 1100 personnel. The

three-story facility, building 5309, houses an Electronic Meeting Room and a food court with a dining area. The four-story facility, building 5308, houses a large conference area, two executive suites, and a main lobby. RASA awarded the contract for construction of this complex on 12 Apr 96 and completed it on 23 Sep 97. Universal Construction Company of Huntsville, AL built the Heflin Complex at a cost of \$28.8 million.

RASA's master plan for the Sparkman Center allowed for easy accommodation of the two additions and took advantage of major cost efficiencies. (AMXEN-C/Mr. Podhurst/DSN 793-8295)

FY 98 ANNUAL ENERGY AWARDS. It is again time for submission of annual nominations for the Secretary of the Army Energy Conservation Awards and the Federal Energy and Water Management Awards. Submissions are to follow the guidelines stated in Appendix B of AR 11-27, 3 Feb 97, Army Energy Program. Please base your narratives on FY 97 performance. Also, timeliness and accuracy of **Revised Army (Defense Utility Energy Reporting System) Data System (RADDS)** reporting is a prerequisite for nomination, so ensure you are up-to-date on your RADDS energy reporting. Last year AMC had a very good submission with many winning the Federal Awards, so let's keep our winning record alive. We at AMC I&SA look forward to hearing from all of you on your energy initiatives and successes. (AMXEN-C/ Mr. Reeves/DSN 793-8292)

COMMERCIALLY AVAILABLE JOB ORDER CONTRACT (JOC) UNIT PRICE BOOKS (UPBs). The recent waiver obtained by AMC allowing its installations to use non-Army produced UPBs appears to have drawn some immediate interest. The AMC JOC community already started experimenting with various commercial vendors of commercial UPBs. Anniston Army Depot (ANAD) and RASA tested Richardson, Inc.'s database using the WinRACE Proposal Development System (PDS). Redstone complained of slowness in the software, but this could have been due to the Windows 3.x 16 bit demo version being run on Windows 95. Anniston was initially impressed with WinRACE, but is now gaining interest in Timberline's software, which can use one or more unit price databases, including MCACES, R.S. MEANS, or Richardson, Inc. The U.S. Army Garrison Aberdeen Proving Ground (APG) has depended on Timberline's version of R.S. Means for the past 4 years under a test initiated prior to the Army's restrictions on UPBs, which AMC subsequently waived. APG is now investigating Pulsar as their PDS software for the next contract, but will retain the R.S. Means database of unit prices. This waiver has afforded AMC JOC users much greater flexibility in tailoring their JOC operation to their installations' needs. Another MACOM, U.S. Army Training and Doctrine Command (TRADOC), is investigating their own waiver of Army UPB policy. The Internet is a great place to start in discovering the multitude of vendors providing UPBs and PDSs. We will be glad to assist you in your search based on our initial finds. We also plan on publishing future articles on this

subject as installations report their experiences to us. (AMXEN-C/Mr.Krambeck/DSN 793-8291)

COMBUSTION ANALYSIS OF HEATING AND PROCESS BOILERS. How well are your boilers operating? How efficiently is your fuel being burned? How effective is your boiler cleaning program? These three questions should be asked of any fossil fuel fired apparatus on your installation. New equipment is constantly being introduced into the market to enhance your operating efficiency, save money, and extend the life span of your equipment. It is wise to constantly be on the lookout to enhance your operation, making it more efficient, squeezing every possible BTU out of your fuel.

However, what is most often overlooked is evaluating just how efficiently your system is consuming fuel. Most often boiler systems are installed and operated with little regard to performing periodic testing. The bottom line indicator on how well your burners are operating is how efficiently they burn the fuel. This indicator can either confirm a properly tuned boiler air/fuel system or point to problems, which if corrected, can amount to significant dollar savings.

One relatively inexpensive method of testing efficiency is with the use of a self-contained combustion analyzer. These units will measure stack temperature, oxygen level, and carbon monoxide, and compute burner efficiency and carbon dioxide levels. By properly adjusting the air-to-fuel ratio you can tune your burners to their optimum performance. Depending on the boiler size, a 1-percent increase in efficiency can amount to a significant increase in fuel saved.

Another important use is to monitor the effectiveness of annual cleaning of your boilers. An efficiency check performed prior to cleaning, usually in the spring, and one done after restart will give you a good indication of how effective your cleaning procedures are. While these checks are not the only periodic testing and evaluation which you should perform on your boilers, they are an inexpensive procedure with the potential for significant paybacks.

A source for Combustion Analyzers is from Energy Efficiency Systems (**www.enerac.com**) They provide a wide range of analyzers, from hand-held portable units to larger units complete with computer interface capabilities for logging, graphing, and remote reporting. The cost of the equipment ranges between \$1000 to \$3500 depending on the degree of sophistication desired.

In any case, whether it's an Energy Efficiency System unit or another unit on the market, a sound program of periodic tests and adjustments will provide high paybacks in fuel saved. If you require more information on this issue or any steam system related assistance, please contact Mr. Faith, AMXEN-C, DSN 793-6485.

BRIDGE INSPECTION AND MANAGEMENT TRAINING AVAILABILITY. U.S. Army Center for Public Works

(USACPW) and Waterways Experiment Station are sponsoring 1998 bridge related training on the following schedule:

COURSE TITLE	LOCATION	DATE	POC
Structure Inventory & Appraisal Data Requirements and Corps of Engineers (CE) Bridge Information System (CEBIS)	Vicksburg	Aug (TBD)	Dahl
Safety Inspection of In-Service Bridges	Deerfield Beach	1-12 Jun	Sanabria
Load Rating of Vehicular and Railroad Bridges	Deerfield Beach	8-10 Jun	Sanabria
Inspection of Fracture Critical Bridge Members	Deerfield Beach	11-12 Jun	Sanabria

At a minimum, those involved with inspections should take the course "Safety Inspection of In-Service Bridges" whether inspections are performed in-house or by contract. The CEBIS course is appropriate for those responsible for the annual submittal of the Structure Inventory & Appraisal data.

There is no tuition cost for these courses. Installations are responsible for TDY and transportation costs. To reserve a place in any of the courses, send electronic mail directly to the course POC (see below) with an electronic copy furnished to Mr. Shepherd (see below). You will then receive class details directly. Be sure to include 1) Name Of Participant, 2) Course Of Interest, 3) Organization And Location, 4) Voice Phone Number, 5) Facsimile Phone Number, and 6) Email Address.

The Deerfield Beach, FL course POC is Ms. Yazmin-Seda Sanabria, CEWES-SS-A, (601) 634-3761, FAX: (601) 634-3412, E-mail: sedasay@ex1.wes.army.mil.

The Vicksburg, MS course POC is Mr. Wayne Dahl, CEWES-IM-DS, CML: (601) 634-3511, FAX: (601) 634-3848, E-mail: Morris.W.Dahl@WES01.usace.army.mil. You can view course descriptions at <http://www.ria.army.mil/isa/>. Other bridge training is available from the National Highway Institute. You can view this course information at <http://www.nhi.fhwa.dot.gov> (AMXEN-C/Mr. Shepherd/DSN 793-8368)

A NEW UNSURFACED ROAD MAINTENANCE TOOL.

AMC has over 3,000 miles of unsurfaced roads. The roads typically require two grading operations each year which each require multiple passes of a motor patrol. This maintenance takes a significant amount of time (money) and motor patrol operator skill. so our roads are

sometimes neglected. The result is bathtub berms, encroaching vegetation, filled drainage ditches, washboard surfaces, and saturated subsoils.

There is a new specialized disk which promises to reduce some of the work required to maintain gravel and dirt roads. It also promises to reclaim gravel, breakup vegetation, and fill in pavement drop-off problem areas. Perhaps one of the two models (three point hitch and grader mounts) can work in your operation.



The disc is under 12 feet long, so does not require MACOM registration. Tractor use requires a Category II hitch and at least 55 hp. Grader mounting can be on the blade or on an implement bar. Cost is approximately \$5,500, which includes shipping to a continental U.S. destination.



Additional information is available from the manufacturer, Doyle Inc., 27134 Parklane Drive, Sioux Falls, SD, 1-800-658-5561. (AMXEN-C/Mr. Shepherd/DSN 793-8368)

DESIGN OF FACILITIES IN FLOOD PLAIN. The design guidance requires all permanent buildings be elevated above the 100-year flood elevation. However, for critical facilities such as (but not limited to) hazardous chemicals or wastes, fuel storage, or hospitals where evacuation of patients would be difficult, we need to design above the 500-year flood elevation. Even though some local/state codes might require a 2 foot free board above the design flood frequency, you don't have to follow the local requirement at our Army installations. Remember that the higher we raise the free board above the flood elevation, the higher the cost of embankment construction which results in higher cost to the facility. (AMXEN-C/Mr. Penmatcha/DSN 793-8296)

FEDERAL ENERGY MANAGEMENT PROGRAM (FEMP) - FY 98 UPDATE.

FY 98 will be another non-funding year for this AMC program. Since FY 96, when funding responsibility shifted from DOD to the Services (Army, Navy and Air Force), actual funds available for FEMP projects have gone from slim to none. ACSIM continues to support FEMP, but the reality of Army's underfunded support program has forced AMC and the MSC commanders to shift energy guidance to more critical and essential BASOPS requirements. We in the Energy Program at AMC I&SA will continue to be proactive in the energy arena looking for ways and funding sources to support the FEMP Program. We do

need each installation energy coordinator to be positive, proactive, and continually look, as will we, for innovative ways to reduce energy consumption. Installations should continue to identify FEMP eligible projects to this office to assure that when resources do become available, we can immediately apply them to energy saving projects. (AMXEN-C/Mr. Hulbert/DSN 793-4871)

REAL ESTATE

NEW CHIEF OF REAL ESTATE AT HQ AMC. Mr. Thomas J. Geronikos assumed the responsibilities of Chief, Real Estate Management Division, at HQ AMC on 27 Oct 97. Tom came to AMC from the Corps of Engineers North Atlantic Division, where he served as Chief of the Management and Disposal Branch and Acquisition Branch, as well as the BRAC Program Manager. After taking a brief time to get acclimated into his new role and to evaluate different areas of operation, Tom began to introduce changes which will result in long-term benefits to HQ AMC, the MSCs, installations, other military agencies, and the private business sector. His ultimate goal is to enhance customer service and empowerment at all levels of AMC real estate management. His past association and ongoing connection with the USACE and the General Services Administration (GSA) have proven invaluable in suggesting better ways of doing business. He has also given much thought and analysis to the internal organization, and has already begun to implement changes which will significantly improve our ability to serve the AMC organization. We welcome Tom aboard and look forward to a new era of real estate management under his administration. (AMCEN-F/ Mr. Duck/DSN 767-9282)

AMC REAL ESTATE MANAGEMENT DIVISION HAS BEEN REORGANIZED. With new leadership on board at AMCEN-R, new ideas have been implemented with a hope that they make doing business with the Headquarters easier and more efficient. BRAC responsibilities have been grouped and assigned to our Contractor, as explained in the next article. All non-BRAC responsibilities have been reconfigured along territorial lines and distributed to the three Realty Specialists. This method should make it much easier for Real Property personnel at the MSC and installation to know who to call for questions and guidance. We divided the United States into three zones, and each Realty Specialist has his or her own zone of accountability. We notified all MSCs by memo earlier, but to ensure maximum publicity, we provide the assignments here, as well:

- Zone 1 is assigned to Don Carter (DSN 767-9895), with these states: Maine, New Hampshire, Vermont, New York, Connecticut, Rhode Island, Massachusetts, New Jersey, Delaware, Maryland, Pennsylvania, West Virginia, Ohio, Indiana, Michigan. His installations are: DSC, Columbus; DDC, New Cumberland; WVA; SEAD; Natick RD&E; SCAAP; TYAD;

Picatinny ARS; Fort Monmouth; LEAD; APG; ARL/ALC; Detroit ARS; LATP; CAAP; RAAP; AMTL; SAEP; NCA; JPG; INAAP; DATP; and DPSC.

- Zone 2 is assigned to Maria Chuck (DSN 767-9002), with these states: Wisconsin, Illinois, Kentucky, Virginia, Tennessee, Arkansas, Missouri, Iowa, Minnesota, North Dakota, South Dakota, Nebraska, Kansas, and Oklahoma. Maria's installations are: RAAP; TCAAP; RIA; IOAAP; LCAAP; MAAP; MCAAP; PBA; BGAD; DSC, Richmond; HAAP; TAMP; Selfridge-Garrison; BAAP; SVAD; JAAP; CMPSC; SFAAP; SLAAP; KAAP; VAAP; WRF; LAD; VHFS; CHAAP; PDW; and Defense Depot, Memphis.

- Zone 3 belongs to Harold Duck (DSN 767-9282), with these states: North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Texas, New Mexico, Colorado, Wyoming, Montana, Idaho, Utah, Arizona, California, Nevada, Oregon and Washington. Installations under Harold's management are: RRAD; LSAAP; CCAD; SIAD; RBAAP; YPG; DPG; TEAD; WSMR; DDC, Sharpe; DDC, Tracy; RASA; ANAD; MAAP; LAAP; HWAD; ARO; CSSA; DCMC Bell Helicopter; UMCD; PCD; LHAAP; SDA; DCD; FWDA; RMA; GRTC; and Defense Distribution Depot, Ogden.

While being accountable for the management of specific sites assigned, each Realty Specialist will continue to perform as a contact point for their area of expertise from a policy, procedure, and guidance standpoint. You need to direct such questions to Don for the Outgranting Program, McKinney Act Requirements, and Cultural Resources. For questions relating to the Disposal Program (excluding FRP), Lease Reduction Program, Excess Property and Budget, contact Maria. Harold is the POC for the Acquisition Program, Facility Reduction Program, and AMC Real Estate Training Programs, such as the Developmental Assignment Program, the Senior Realty Specialist Program, and all Workshops, Conferences, and Real Estate Management Prospect Courses. Remember this relates to policy matters. Specific real estate transaction requests for each installation will follow the geographical guidelines above, regardless of the Policy expert. If you have questions, please contact me. (AMCEN-R/Mr. Geronikos/DSN 767-3400).

AMCEN-R CONTRACTOR TO MANAGE BRAC REAL ESTATE ACTIONS. The Real Estate Management Division at HQ AMC has reassigned BRAC real estate actions at all AMC installations to our contractor, Goetz Engineering. All questions, requests, correspondence, and BRAC assemblies for AMCEN-R in reference to BRAC property should be sent to the attention of JOE GOETZ.

Joe Goetz and Dana Helbig of Goetz Engineering will be joined by John Farrar and Stan Fried in providing MACOM review and oversight of real estate actions at our BRAC installations. We welcome John Farrar to the AMCEN-R team from an extensive career with Mobil Oil Corporation

in their Land Development Division. We are also pleased to welcome back Stan Fried to the AMCEN-R team. Stan's experience with AMC real estate will be invaluable in managing the real estate assets at our BRAC installations.

In order to facilitate the review process for BRAC actions and expedite the reuse and disposal of BRAC installations, it is essential that installation and MSC real property specialists, environmental specialists, BRAC officers, and legal offices prepare accurate, complete "packages" for submission to HQ AMC for approval. This means that ROA/FOSL's, BDSP/FOST's, and other BRAC actions must be clearly and accurately written and thoroughly reviewed. Follow the standard "boilerplate" language whenever possible, and ensure that there are no inconsistencies between the real estate document and its supporting environmental documentation. Ensure that all necessary supporting documentation, including accurate and legible maps, coordination letters from SHPO, Fish and Wildlife Service, environmental regulators and other necessary back up documentation, is included in the package. Submission of complete, accurate real estate packages will greatly expedite the review and approval process of BRAC actions. It would be helpful if you also submit the ROA/FOSL/EBS /FOST/ BDSP and other documents electronically.

Our goal at AMC is to be a leader in the Army BRAC program. Let's all work together to improve the quality of our products, so we can facilitate the reuse of our BRAC installations. (AMCEN-R/Mr. Goetz/DSN767-8904)

EARLY TRANSFER. Under revised authorities of CERCLA legislation, the Army has the ability to transfer property prior to clean-up. Under this program, five installations -- known as the "Fab Five:" Sunflower, Kansas, Indiana, Volunteer, and Badger AAPs -- have been reported excess on a preliminary basis. IPTs have been formed among IOC, CE, and GSA to outline operational responsibilities for each. A conference will be held at Rock Island Arsenal on 18 Feb 98. The HQ AMC Real Estate Division is proud to announce the excellent teamwork and opportunities this overall effort has provided. (AMCEN-R/Mr. Geronikos/DSN 767-9899)

AMC FACILITY REDUCTION PROGRAM. The management of this program has recently been transferred from Maria Chuck to Harold Duck. Please make a note on your records of Harold's telephone number and email address, and contact him with your questions. This program is receiving ultra-high attention of HQDA and DOD, and carries tremendous responsibility with it. AMCEN-R is distributing or has distributed a memorandum to all MSCs outlining ACSIM's plan for demolition for FY 98-FY 03. It is extremely important that accurate, complete information is submitted in response to ACSIM's datacall, and that all databases at the installation be maintained in a current and accurate status. We are coordinating with AMC I&SA as this article is being written to conduct a FRP training for the MSCs and those installations without MSC real estate support. It is equally

important that FY 98 appropriations received for demolition be obligated under contract without delay. We have learned that some installations have not finished the DA Forms 337, the screening under the McKinney Act, or the EBS and NEPA documents required for demolition. This is disturbing news, for future allocations will directly relate to our success in utilizing present appropriations. We urge all of you to finish these urgent tasks now. We will have much more to come on this subject as we put a new face on the FRP program. (AMCEN-R/Mr. Duck/DSN 767-9282).

ALL INSTALLATIONS ARE ENCOURAGED TO ENTER INTO OUTGRANTS FOR PLACEMENT OF COMMERCIAL ANTENNAS ON FEDERAL PROPERTY.

On 6 Feb 96 President Clinton approved the Telecommunications Act of 1996, which included a provision for making Federal property available for placement of telecommunications equipment by duly authorized providers. Pursuant to the Telecommunications Act, agencies are authorized to charge reasonable fees for antenna sites on Federal property, which can result in significant funds for an installation. GSA published procedures to landholding agencies for placement of commercial antennas on Federal property in the 29 Mar 96 Federal Register. Commercial companies interested in siting antennas on DOD property should contact the Installation Commander with specific information on their proposal. Installations may want to consider developing a marketing strategy for generating interest. The installation will determine the availability of and arrangements for the real estate needed to support the request. Absent any direct conflict with mission requirements, requests for antenna sites should be forwarded with a Report of Availability (ROA) to the appropriate Command level for approval. Any real estate outgrant issued to support the wireless telecommunications infrastructure shall be at fair market value. AMCEN-R/Mr. Carter/DSN 767-9895.

ROA FORMAT. CERE-M memorandum, 16 Dec 97, transmitted a revised ROA format. Effective immediately, the revised ROA format should be used for all BRAC and non-BRAC outgranting actions. The ROA format was distributed to all MSCs on 12 Jan 98 by mail, and via floppy diskette on 4 Feb 98. It will also be included on the AMC Home Page in the next edition of the AMC Command Counsel Newsletter at http://amc.citi.net/amc/command_counsel/. Please ensure that all real property installation personnel receive a copy of this revised format. It represents a combination of the previous BRAC and non-BRAC formats. The revised format was one of several interim measures for implementing revised guidance and procedures for outgranting real estate, per AR 405-80. These procedures will be included in the supporting Technical Manual (TM) that will be published soon. (AMCEN-R/Mr. Carter/DSN767-9895)

INTEGRATED FACILITIES SYSTEM - MINI/MICRO (IFS-M) AND REAL PROPERTY STANDALONE (RPS) REAL PROPERTY INVENTORY (RPI) TRI-FOLDS.

Installation Real Property personnel conveyed their confusion in entering changes into IFS-M and RPS

systems, so we created tri-folds to assist installations in their day-to-day functions with the automated systems. We provided tri-folds to AMC Real Estate/Real Property Management Workshop (4-8 Aug 97, Rock Island, IL) attendees.

The tri-folds provide screen-by-screen and field-by-field instructions for entering changes into IFS-M and RPS. Topics include: Creating a Capitalization Record; Entering Disposal Completion Information (for BRAC and Non-BRAC); and Correcting Real Property Utility Records. Installation RP personnel continue to express their appreciation for the tri-folds.

The tri-folds will help both Government-Owned, Government-Operated (GOGO) and Government-Owned, Contractor Operated (GOCO) installation Real Property offices with entering changes into IFS-M and RPS. (AMXEN-C/Mr. Troyer/Ms. Terrill/DSN 793-8297/5646)

"DRAFT" AR 415-28 PROVIDED WITH REAL PROPERTY PROSPECT COURSE (#286) HANDOUTS CONTAINS INVALID CATEGORY CODES! We recently learned the copy of subject document which the Corps of Engineers provides in the reference materials for Real Property Prospect Course 286 is an invalid version.

We provided the correct version of the "draft" AR 415-28, Feb 95, to the Huntsville Training Office after the 1997 Combined User's Training Workshop, Orlando, FL (Nov 97), in coordination with Wiley Jernigan, CECPW-FP.

We encourage all real property and master planning offices to relay this information to previous attendees of the Real Property Prospect Course 286. Newly assigned real property and master planning personnel may unknowingly use the invalid version. Examples of discrepancies include:

- The correct version contains category codes 21855, 21865, and 21870. The incorrect version does not contain these category codes.
- The correct version also does not contain category codes 21880, 21883, or 21888. The incorrect version contains those category codes.
- Each page of the correct version contains a date of "February 1995." Each page of the incorrect version is not dated and contains "-- DRAFT --".

We will provide electronic copies of the correct version via email to those sites requesting one. We are also working toward providing this document on our AMC I&SA Home Page. (AMXEN-C/Ms. Terrill/Mr. Troyer/DSN 793-5646/8297)

IFS-M HOTLINE SUPPORT CONTINUES FOR FY 98! HQ AMC DCSEHE&IL and AMC I&SA jointly requested and justified end-of-year FY 97 funds for continued IFS-M hotline support for AMC IFS-M installations. We provided

funds to USACPW for this valuable service prior to the end of FY 97. Support continues through 30 Sep 98. (AMCEN-F/Mr. Patel/DSN 767-3413/AMXEN-C/Mr. Yerra/Ms. Terrill/DSN 793-8290/5646)

CAPITALIZING MAINTENANCE AND REPAIR PROJECTS AND RENOVATION PROJECTS IN THE RPI. You are not alone if you have not been capitalizing maintenance and repair projects and renovation projects in the real property records.

The Assistant Chief of Staff for Installation Management (ACSIM) issued revised guidance for recording maintenance and repair projects and renovation costs in the RPI records. You will find the revised guidance in para 25b (page 9 of 35), enclosure 1 of Memorandum, AMC I&SA, AMXEN-C, 4 Aug 97, subject: "Interim Policy and Procedure Changes to AR 405-45, Inventory of Army Military Real Property". This revised guidance applies to all AMC GOGO, GOCO, and Defense Logistics Agency (DLA) permitted installations. (AMXEN-C/Ms. Terrill/DSN 793-5646)

USING THE SPACE ASSIGNMENT BY USER REPORT IN THE RPS SYSTEM. We recently discovered all records for a particular RPS installation continued to show "???" as the "Assigned Unit ID". This is a carryover from the Desktop Resource for Real Property (DR-REAL) conversion to the RPS system.

Following the steps below will enhance your RPS database and make your "Space Assignment Report by User" more user friendly:

- Obtain a list of "customers" from the work management personnel at your installation.
- Select Validation Data option in the RPS system.
- Select Customer Identification option.
 - Add a unique three digit customer in the "Customer Identification" field in the "Customer Identification" screen, for example "DPW" for the Directorate of Public Works, "DLA" for Defense Logistics Agency. The "customer identification" should relate to the "customers" provided by the work management personnel.
- "SAVE" the Customer Identification, then CLOSE.
- Select "Unit Identification" from the Validation Data Menu.
 - Enter the UIC (Unit Identification Code) and UI name that relates to the organization, for example "W0K8AA" for Rock Island Arsenal, "00JH1Y" for DLA.
 - Enter a UIC Ext (Extension - 2-position field) and UIC Extension Name that relates to the portion

of the UIC organization you want to assign space to, for example "DP" for Directorate of Public Works, "DL" for DLA.

- Enter the CUST ID (Customer Identification - 3 position field) that you entered in the Customer Identification screen and that relates to the customer the space is assigned to.

- "Save" the change. Then, CLOSE.

Now go to the "Assignment" screen and you may pull down the appropriate UIC, UIC Ext. and Assigned Unit ID (alias for Customer Identification") for the organization assigned to that space.

Going through the above steps for organizations will enhance an installation's RPS database and make the Space Assignment Report by User more user friendly. Installations define the level of detail they require for facility assignments. However, most installations may want to identify reimbursable customers and directorates that have separate funding. (AMXEN-C/Ms. Terrill/DSN 793-5646)

ACCURACY FOR UNITS OF MEASURE IN THE RPI.

Continual emphasis for accurate RPI data is important. The information in fields "RPF Use Area Total" and "RPF Use Other Measure Total," from screen USE01, and "Gross Area Assigned" and "Asgd Other Measure Total," from screen ASG01, are critical for AMC Demolition Planning, Energized Square Footage Reporting, Utility Privatization and other required reports.

The Plant Replacement Values (PRV), Yellow Book, are calculated from Area Total and Other Measure. A unit cost factor is applied to each facility area or capacity or to each facility as determined by the facility category code. Land is not included in the PRV. The result is then multiplied by a local cost factor. The Office of the Secretary of Defense (OSD) has permitted the other services to add 20 percent to PRV to account for contingency (supervision, inspection, and overhead (SIOH) costs) to the design costs. To bring the Army's PRV in line with the other services, previous FY PRV was increased by 20 percent.

All new construction projects must be prepared in metrics as required by Executive Order 12770, implemented 25 Jul 91. This is governed by the Metric Conversion Act of 1975, as amended by the Omnibus Trade and Competitive Act of 1988. DD form 1391 will contain the information in metrics. No suspense date has been issued mandating the RPI database report in metrics. IFS-M and RPS System Change Packages would have to implement and provide a conversion to the metrics rules. Until the RPI implements metrics, information will have to be converted on DD Form 1354 to add to the inventory. Installations that have created equipment records for installed building equipment in central utility plant buildings should verify the equipment other measure total.

Accurate information will assist both GOGO and GOCO installations in correct reporting for PRV and future

conversions to metrics. (AMXEN-C/Mr. Troyer/ DSN 793-8297)

TECHNICAL DATA FEEDER REPORT (TDFR) K ACCOUNT.

Each installation prepares the Facilities Engineering TDFR, and it's forwarded through the command structure and entered into a USACPW database. The RED BOOK is a published summary of this database. When DA, DOD, or Congress requests installation data, the TDFR is the database of record. The K Account is the Maintenance and Repair account for the installation. Since the FY 96 report, Category Code 87110, Storm Sewer, was a category in TDAC K32010, Other Than Improved Grounds. The unit of measure for K32010 is acres, since the unit of measure for storm sewers is KLF, there is no conversion possible. However, to have an accurate reporting of installation data, please include your storm sewer maintenance and repair costs in TDAC K32010. (AMXEN-C/Mr. Townsend/DSN 793-8367)

ENVIRONMENTAL QUALITY

ENVIRONMENTAL ASSESSMENT (EA) VS ENVIRONMENTAL IMPACT STATEMENT (EIS).

The following abstract provides insight into when one may do an EA verses doing an EIS and timing of completion of the National Environmental Policy Act (NEPA) process:

In 1997 a United States District Court addressed the interface between NEPA and the National Historic Preservation Act (NHPA) in Knowles v. U.S. Coast Guard.

In the case the plaintiffs alleged that the Coast Guard should have prepared an EIS rather than an EA when closing the Coast Guard Support Center on Governor's Island, NY. Plaintiffs maintained that the Coast Guard was required to prepare an EIS rather than an EA because one of the alternatives considered in the Coast Guard's EA would have resulted in significant adverse impacts to historic buildings on Governor's Island. The court found, however, that production of an EIS was not warranted because the Coast Guard did not choose the alternative complained of and because the Coast Guard's EA and Finding of No Significant Impact (FONSI) were conditioned upon implementation of mitigation measures.

The mitigation measures included completion of standard maintenance measures that formed the basis for the FONSI conclusion that there would be no significant adverse impacts to the island's historic buildings resulting from closure of the facility.

The court also addressed the timing between the NEPA process and the NHPA consultation process. The plaintiffs claimed that the Coast Guard violated both the NHPA and NEPA when they issued the FONSI prior to completing consultation with the State Historic Preservation Officer (SHPO) and the Advisory Council for Historic Preservation (ACHP) IAW the NHPA and its implementing regulations. The Court found that the Coast Guard

was not required to complete the consultation process before issuing the FONSI. The Court's finding, however, relies upon the fact that the Coast Guard discussed the publication of the FONSI with the ACHP prior to publication. The Court also noted that the Coast Guard ultimately entered into a Programmatic Agreement with the SHPO and ACHP wherein both the SHPO and ACHP concurred that the action would not significantly adversely impact historic properties.

AMC installations should note that a FONSI should not normally be published in advance of SHPO and, if appropriate the ACHP, consultation. Installations should work to receive concurrence from the SHPO, and if appropriate the ACHP, that an agency action will not significantly adversely impact historic properties prior to issuing a FONSI.

For details see MAJ Ayers complete opinion in the Environmental Law Bulletin (Oct 97, Volume 5, Number 1) published by the Environmental Law Division, U.S. Army Legal Services Agency, ATTN: DAJA-EL, 901 N. Stuart St., Arlington, VA 22203, (703) 696-1230, DSN 426-1230, FAX 2940.

AMC FOST/FOSL GUIDANCE. The AMC Command Council (AMCCC) and the Environmental Quality Division (AMCEN-A) are finalizing guidance for the development of Finding of Suitability to Lease (FOSL) and Finding of Suitability to Transfer (FOST) documents. A FOSL or FOST document is a required component of most real estate actions that involve excess BRAC and Non-BRAC real property.

AMC's FOST and FOSL guidance standardizes the format for documenting environmental conditions during real property transactions. The guidance incorporates CERCLA requirements, DOD Fast Track cleanup guidance, and DA policies that govern lease and transfer of excess real property. It includes a section-by-section description of the required text, annotated templates for tables, and lease and deed provision boilerplates.

The Draft FOST and FOSL guidance will be available for use and comment in early Feb 98. The guidance will be available in an electronic format on the command counsel's website at http://www.amc.cit.net/amc/command_counsel/ and also through AMCEN-A's website at <http://www.amc.citi.net/amc/eng/env.html>. (AMCEN-A/Mr. Cunanan/DSN 767-2324/AMCCC-G/Mr. Lingo/Mr. Citron/DSN 766-8082/8043)

ENVIRONMENTAL AWARDS. The Army Environmental Awards Program is open to AMC, FORSCOM, TRADOC, MEDCOM, the National Guard, the Reserve Command, USAREUR, and USARPAC. The awards come in many categories, such as Environmental Quality, Cultural Resources, Natural Resources, or Pollution Prevention. Most of these categories are controlled by the Environmental Division of the Installation Engineer Offices, but in the case of Weapons System Acquisition Pollution Prevention, the DCS for Research,

Development, and Acquisition controls the award submission.

There were 15 categories of awards in 1997. Some, such as installations which perform industrial activities, are clearly most appropriate to AMC. Others, such as those for training areas over 10,000 acres, are better suited to FORSCOM, TRADOC, the Reserve or the National Guard. In 1997 AMC received many excellent award recommendations for evaluation.

Eight AMC award packages were submitted to DA for review and analysis. Half of these won the Secretary of the Army Award in their categories. These were Tobyhanna AD for both Environmental Quality - Industrial Installation, and for Environmental Quality - Individual. Riverbank AAP won the award for Environmental Cleanup. The Project Manager, Bradley Fighting Vehicle System won the Pollution Prevention Award for a Weapon System Acquisition Team.

The winners will be honored at a ceremony at the Pentagon, now scheduled for 22 Apr 98. In addition, their award packages will be sent to DOD for competition with other services for Secretary of Defense Awards. (AMCEN-A/Mr. Gower/DSN 767-9571)

AMC STRATEGIC GOALS FOR ENVIRONMENTAL RESTORATION

Vision: AMC will be the leader of the Army's environmental restoration program in support of the Army's mission.

Mission: Administer the environmental restoration program and support the MSCs and installations in achieving AMC's restoration goals.

The restoration of environmental contamination on Army installations is an important concern of both the U.S. Army and the local community. In order to manage this program with the planned budget for restoration, HQ AMC created this environmental restoration program strategy that will achieve AMC's goal for cleanup of sites by each MSC and Installation.

HQ AMC's strategy for restoration of contaminated sites conforms to the Defense Planning Guidance (DPG) goals. Specifically, the DPG goals target cleanup of sites by Relative Risk category.

AMC's Strategic Environmental Restoration Plan proposes to meet or exceed the goals established in the DPG for completion of environmental restoration at installations. These goals focus restoration activities on installations from all MSCs that have small remaining funding requirements under the IRP. The AMC Environmental Strategy entails establishment of cleanup goals by site, by installation, and by the MSC through FY 14. This strategy provides the opportunity for each MSC to apply their leadership in support of AMC by demonstrating progress toward completing cleanup activities at all installations within specified timeframes. Installations

within AMCOM, CBDCOM, IOC, TACOM, and TECOM are identified for fast track cleanup with an earlier target goal for cleanup. When an installation transfers between MSCs, that installation will maintain its previously assigned target goals for cleanup. (AMCEN-A/Mr. Ganta/DSN 767-8889)

DEADLINE FOR UNDERGROUND STORAGE TANK (UST) UPGRADE APPROACHES. We are continuing to put USTs in the limelight until all of AMC's regulated USTs are upgraded or replaced to meet the Dec 98 standards. The indications we get from U.S. Environmental Protection Agency (EPA) are that they will NOT extend the deadline. The Dec 98 standards include requirements for release detection, spill/overfill prevention, and corrosion protection.

Regulated tank: A regulated tank is one that is over 110 gallons and stores petroleum or a hazardous substance listed under Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA).

Exemptions and deferrals: USTs do not have to meet Federal requirements if they store heating oil used on the premises. USTs used for emergency generators are exempt from release detection requirements, but they do need to comply with the other requirements, spill/overfill prevention and corrosion protection.

If all your tanks are up to par, then you still can't rest. Check your records to make sure you have the documentation to prove your tanks meet the 1998 requirements. Here's a handy checklist to make sure your records are up to snuff:

- Ö Documentation of operation of corrosion protection equipment, including the periodic inspections by a qualified cathodic protection tester.

- Ö Documentation of repairs.

- Ö Release detection compliance.

- Ö Results of the site investigation at permanent closures.

- Ö Documentation showing material of construction of tanks and piping.

Several installations have tank removals and replacements programmed for this spring. Double check on contract status and closely monitor the progress on these. Don't be caught with your pants down in Dec 98! (AMXEN-U/Ms. LaFrenz/DSN 793-8263)

FREE! MORE POLLUTION PREVENTION (P2) INFO!

The U.S. Army Environmental Center (AEC) recently announced the release of a second version of the "Tri-Services P2 Resource Compact Disc (CD)." It's not necessary to obtain your own copy if you have a web

browser. We reviewed it on the internet site. It's easy to use and a cinch to search for specific information. This CD contains lots of useful, hands-on information. One which we think many installations may make use of is in the section titled Scopes of Work that includes 150 examples from about every environmental category you would ever encounter. There are Scopes of Work on Cultural, Community Relations, Risk Assessment, Emergency Planning and Community Right-to-know Act (EPCRA) Reporting, and training, for example. The information is easily searchable, so you can pinpoint just what you're looking for without taking too much time.

Another category the CD includes is a section on Handbooks and Plans. As you're revising and updating your P2 Plans, these can be used as models and for new ideas. The Army's Model P2 plan is among the plans that you can read or download from the CD. Others include asbestos, lead, and pesticide reduction management plans.

The other categories of the CD include:

Fact Sheets – basic information on various environmental subjects, many including costs. The fact sheets we reviewed may be useful in estimating P2 cost savings.

Training – includes briefing slides and handouts from training courses, from which you might obtain ideas to tailor to your training programs.

Software Programs – includes the Army Template Environmental Management Plan, Air Force's Natural Attenuation Spreadsheet, and other job-specific programs.

Environmental/Auditing/Regulatory – Includes the Environmental Compliance Assessment System (ECAS) Team Guides and executive orders.

The CD is available for free from PRO-ACT at DSN 240-4214 or (800)233-4356, OR, which we recommend, use the internet site: <http://www.afcee.brooks.af.mil/eq/p2cd/menu.htm>. (AMXEN-U/Ms. LaFrenz/DSN 793-8263)

HAZARDOUS MATERIALS MANAGEMENT PRO-GRAM DOCUMENTS.

There are 179 documents available on hazardous materials management. Dynamac, a contractor for AEC, provided us with a list of all the documents, which is available free of charge from them. The list includes sufficient information on each of the documents to give you an idea which documents are applicable to you. Many are from installations with operating procedures for their pharmacy and their lessons learned. Why reinvent the wheel? Use somebody's else's procedures as models.

We're not going to list all 179 here, but these are some examples of the most recent additions to the library which you may be interested in:

a. Cost elements and other costs incurred during Hazardous Substance Management System (HSMS) implementation, AEC Report, HSMS Model Minimum Requirements, 4/97.

b. Evaluation of costs and benefits associated with implementation and operation of HSMS at multiple Army installations AEC Report, HSMS Functional Economic Analysis Protocol, Multiple Installations, US Army, 4/97.

c. Highlights of the successful efforts of White Sands Missile Range (WSMR) related to implementation of Hazardous Material Management Control Center, HSMS and business practices, AEC Report, Lessons Learned, WSMR, 11/22/97.

d. Pharmacy Procedural Guide and Implementation, DynCorp Aerospace Operations Brief (undated).

e. HSMS and Beyond: Introduction to environmental security suite of modules, called Environmental Inventory Management, Defense Environmental Security Corporate Information Management, 7/1/97.

f. HSMS Functional Description, including HSMS logic and analytical capabilities, AEC Report, 8/18/97
If you want a copy of the list of documents, contact us and we'll send it to you. Once you review the list and select the ones you want, call Linda at (520) 452-6679 or Email: hsms@saic.hqisec.army.mil. We haven't ordered any yet from the new list, but last time, Dynamac responded with Email copies, if available, or hard copies by snail mail within a few days. If you want the newest information on HSMS, please check out AEC's Bi-weekly Report at [\(AMXEN- U/ Ms. LaFrenz/DSN 793-8263\)](http://aec-www.apgea.army.mil:8080)

CONCISE INSTRUCTIONS TO EVALUATE AND/OR PREPARE NEPA DOCUMENTS. Have you ever been frustrated when trying to filter through all the laws and regulations to determine if a NEPA document is required; and if it is, how do you go about preparing one?

We previously offered the availability of a draft reference document (Coordinator Draft, Army Environmental Manager's Handbook Series – Compliance with The National Environmental Policy, May 93). The document is still a good reference, but it was never finalized and is designed more for an introduction to potential NEPA users (i.e., has information on the different laws, background of NEPA, etc.).

Numerous installations have prepared their own regulation/manual to help their employees evaluate and prepare NEPA documentation. Some of these regulations were voluminous and so detailed that it was the same as weeding through the Federal/Army regulations themselves. However, at Holston Army Ammunition Plant (HSAAP), the Operating Contractor prepared an Environmental Program Manual. Section 11 of this manual explains how they manage NEPA at HSAAP.

Their "NEPA Manual" is well written; concise; and provides basic, understandable definitions of who a "proponent" is and also what "significantly affecting the environment" actually means -- two terms that most people have a problem defining. It also describes responsibilities for: proponent, environmental office and Department Environmental Coordinators (each Department of the Contractor's staff designated an Environmental Coordinator to coordinate environmental issues with the Environmental Office). And finally, the manual provides simple formats for Records of Environmental Consideration, EAs, and EISs.

If you would be interested in a copy of this "NEPA Manual" to help you manage NEPA at your installation, or to prepare a manual of your own, please let us know. (AMXEN-U/Ms. Moffitt/DSN 793-5040)

IOC P2 CENTERS FOR TECHNICAL EXCHANGE (P2-CTX). The P2-CTX held their first FY 98 meeting 9-10 Dec 97 at Boeing's Mesa facility. Each P2-CTX made their individual annual reports. Noteworthy information from the meeting included:

a. An announcement that GEN Wilson, AMC, signed the guidance on the solvent substitution protocol for IOC installations.

b. AMCOM recommended a Class II ozone-depleting chemical as an interim substitute for grenade nest cleaning at Lone Star AAP until the installation receives funding for the new equipment.

c. Mr. Dennis Reed, Letterkenny Army Depot (LEAD), reported the paint stripper CARC-off works faster on polyurethane than Turco 6088, but is slower on epoxies. LEAD will look at the stripper Eurostrip next.

d. Ms. Lynn Wandrey, IOC, reported that EPA is still exempting munitions from toxic release reporting, required under the EPCRA, until the report for CY 99.

e. Mr. Phil Darcy, Watervliet Arsenal, reported that the sodium hydroxide project has been accepted by the Environmental Security Technology Certification Program (ESTCP) for funding.

f. Red River AD will submit to TACOM a list of candidate parts for powder coating, as a result of the P2 opportunity assessment review conducted there in November.

Other agenda items included modifying P2-CTX categories and assignments and upcoming initiatives in the commercial sectors. You can obtain more details from Jay Lundburg, IOC Environmental, who attended the meeting, or contact the POC below. (AMXEN-U/Ms. LaFrenz/DSN 793-8263)

ECAS AND ARMAMENT RETOOLING AND MANUFACTURING SUPPORT (ARMS) TENANTS. Many GOCO installation contractors are utilizing the ARMS

initiative to help defray costs. This program encourages commercial and Government enterprises to use GOCO facilities for non-traditional work. The GOCO contractor is primarily responsible for marketing, negotiating, and managing the ARMS tenants.

The Army's scope for ECAS covers the host installation and tenant activities. Although highly encouraged, the ARMS tenants' participation in ECAS reviews is voluntary. The ECAS review provides ARMS tenants and the GOCO operating contractor with no cost, non-threatening assistance from environmental professionals. During the ECAS we provide environmental consultation and evaluate compliance with environmental regulations. The ECAS not only provides value to the installation, it also demonstrates environmental commitment to Army leadership.

During our pre-visit preparation we identify the tenants with environmentally significant operations and become familiar with their processes. During the ECAS review, we tailor the visit to match these operations. This minimizes disruptions while allowing us to complete the ECAS. We want ECAS to be a winning program for the Army, installation commander, GOCO contractor, and the ARMS tenants. (AMXEN-U/Mr. Badtram/DSN 793-8268)

ENVIRONMENTAL LESSONS LEARNED ALTERNATIVES? AMC will not be sponsoring an Environmental Lessons Learned Workshop in FY 98. The low number of replies to the workshop questionnaire suggested many installations had little interest. Some installations had limited travel funds thereby also reducing participation. We received a wide cross-section of suggested topics for sessions and training. Some of the most popular were NEPA, Pharmacy/HSMS, BRAC impacts, Defense Environmental Restoration Account (DERA) Lessons Learned, and P2. AMC is evaluating alternate ways to exchange information and provide training. We are considering environmentally specific meetings or workshops, integrated sessions with Army and/or DOD conferences, videos, and other types of technical transfer media. We are currently considering NEPA for one of these sessions. We welcome your suggestions on how we can help meet your needs. The AMC community has many excellent stories to tell. Let's continue to share our experiences. (AMXEN-U/Mr. Badtram/DSN 793-8268)

REDUCING CFC DEPENDENCY. Since the production of chlorofluorocarbon (CFC) refrigerants ceased, supplies have dwindled, and maintenance of CFC refrigeration (air conditioning) equipment may soon become increasingly difficult and expensive. However, installations may be able to replace aging inefficient CFC refrigeration equipment, while also saving serious energy dollars, through the use of Energy Savings Performance Contracts (ESPCs). An ESPC is a negotiated partnership between a Government facility and a qualified commercial contractor or utility provider. Some blanket ESPCs are already in place and available to installations, with certain approvals. Typically, the contractor provides the design, capital investment, construction, operation, and

maintenance for new, energy efficient refrigeration equipment. That means the installation no longer has to provide the capital dollars to support the initial investment. The contractor provides the equipment and installation up front, and then shares in the profit from the energy savings the new equipment generates. If there are no savings, then the contractor gets no payments. The contract usually provides that the annual payments cannot exceed the actual energy and ancillary cost savings. In addition, the process requires an annual energy audit to verify the actual savings. The contract bases the payments on the baseline energy use, projected energy use, and the method of savings measurement included in the contract. (AMXEN-U/Mr. Mueller/DSN 793-8258/AMXEN-C/Mr.Nache/DSN 793-4652)

JUST WHEN YOU'RE BEGINNING TO UNDERSTAND ECAS... HQDA is preparing to launch a new software for ECAS. This software is a spin-off from ECAS software developed by the Army National Guard Bureau. AEC will field test the Army version in the Mar-Apr time frame. We nominated U.S. Army Yuma Proving Ground as the AMC test site. To use the software, AMC installations need a license for the database, SQL Anywhere 5.5 Professional. Our research indicates this may cost \$300-400 per copy. AEC is planning software training, but details are unknown. Other planned ECAS improvements include a more intensive assessment of P2 opportunities and a greater emphasis and analysis on problem root cause. We'll keep you informed as more details of these ECAS changes become available. (AMXEN-U/Mr. Badtram/DSN 793-8268)

MODIFICATION OF THE NPDES MULTI-SECTOR STORM WATER PERMIT (WHAT IT MEANS TO THE BASELINE GENERAL PERMIT HOLDER). As you probably heard, the EPA is not going to renew its Baseline General Permit for storm water discharges. The impact on those installations permitted by the EPA regional offices is explored in depth in the fall newsletter published by the Surface Water and Wastewater Program of USACHPPM. You can access the full text of subject newsletter through their Web page (<http://chppm-www.apgea.army.mil/swwp/swwp.htm>), or obtain a hard copy by telephoning Mr. William Fifty at (410) 671-3816.

INSTALLATION LOGISTICS

1998 AMC INSTALLATION LOGISTICS TRAINING WORKSHOP. AMC I&SA is presenting the AMC Installation Logistics Training Workshop 19-21 May 98, at the Holiday Inn-Airport, Moline, IL. The Theme of the workshop is -- **Innovative Installation Logistics: Challenges, Change, Integration, Solutions.** The workshop provides AMC installation logistics managers and functional personnel with training in the latest developments in policy, guidance, and operational techniques. The workshop also provides a forum for

discussing and solving current problems in installation logistics management. We strongly urge installations to send key installation logistics personnel; i.e., Director of Engineering/Logistics, EMs, property book officers, and accountable property officers as well as others involved directly in installation logistics functions. POCs are Mr. Clint Mecham, AMXEN-E, DSN 793-8321 or (309) 782-8321, e-mail: cmecham@ria-emh2.army.mil, or Ms. Bev Kilpatrick, AMXEN-S, DSN 793-8317 or (309) 782-8317, e-mail: bkilpatr@ria-emh2.army.mil or fax: DSN 793-7566. (AMXEN-E/Mr.Mecham/DSN 793-8321)

EQUIPMENT "WANT" LIST. Do you need equipment but lack the funds for new procurement? We may be able to help you. Make your requirements known and we will add them to our equipment "want" list. Provide the type of equipment, quantity, POC, and phone number. Forward your list, or call any action officer in the Equipment Management Division. In addition to reviewing our "want" list for equipment you need, we will research the equipment reported excess to us from other installations prior to advertisement in our excess report. When we find a piece of equipment, we will contact you to assure you still require the item. This equipment is free issue except for shipping charges, packing, crating, and any handling costs. All we request is that you notify us upon delivery of the equipment. (AMXEN-E/Mrs. Grobe/DSN 793-3482)

NONTACTICAL VEHICLE (NTV) CHANGES. How would you like to change your NTV Tables of Distribution and Allowances (TDA) authorizations by just giving us a call instead of submitting a DA Form 4610-R, Sep 96, Equipment Changes in MTOE/TDA, for approval? You can. Just call us and let us know what you want to do. We will take down the information, assign an AMXEN log number, and get approval from our NTV commodity manager. Either we will call you with the approved AMXEN log number or fax you a copy of the approval. Then you can make the changes during the new available TDA management of change window citing the AMXEN log number as the authority. Just remember this is for **NTV changes only** (one for one) not NTV increases. NTV increases still require submission of DA Form 4610-R for approval. You can find the guidelines for submitting memorandum requests in AR 71-32, 3 Mar 97, Force Development and Documentation - Consolidated Policies. (AMXEN-E/Mrs. St. Clair/DSN 793-6334)

INTEGRATED PROCESS TEAM (IPT) FOR OPERATIONS AND MAINTENANCE, ARMY (OMA) BASOPS ESTABLISHED. In the footsteps of the Research, Development, Test and Evaluation BASOPS IPT, HQ AMC chartered a team to review OMA funded installations, recommend funding distribution, and resource reductions. Installations will receive questionnaires and site visits from the team in Feb and Mar 98. We advise installation logisticians to prepare well for the team visit. This is your chance to showcase streamlined business processes and local innovations that provide products and services with reduced resources. (AMXEN-E/Mr. Morris/DSN 793-8301)

VOLUNTEERS SOUGHT FOR EARLY DEFENSE PROPERTY ACCOUNTABILITY SYSTEM (DPAS) VERSION 8.00.0 MODULE TESTING. The Industrial Logistics Support Center (ILSC), Chambersburg, PA asked for help in developing the redesigned DPAS modules. They need knowledgeable, experienced users to test software. I recently sent out a memorandum to all the AMC DPAS users requesting volunteers. I am looking for volunteers to perform TDY at ILSC for 12 day periods from Feb to Jun 98. We will fund the trips. Interested parties should obtain the approval of their supervisors before volunteering. Contact me, the AMC DPAS focal point, for more information. (AMXEN-E/Mr. Morris/DSN 793-8301)

THE DPAS PROJECT MANAGER (PM) IS LOOKING FOR BETA SITE VOLUNTEERS. As you have already heard, work on DPAS Version 8.00.0 is in full swing. Version 8.00.0 is the Graphical User Interface DPAS. In adopting software industry standards to our equipment management system, the PM will use so called "beta sites" for final testing of the redesigned system. A beta site is a place where they test new software by actual day to day use. Any AMC DPAS users interested in volunteering should contact me after getting management approval. We will throw your activity's name into the hat. (AMXEN-E/Mr. Morris/DSN 793-8301)

U.S. ARMY AUDIT AGENCY (USAAA) TO AUDIT AMC ARMY WORKING CAPITAL FUND (AWCF) ACTIVITIES IN FY 98. We have just learned that the USAAA will be conducting a full audit of our AWCF activities again this year. Intelligence reports indicate that the audits will occur in late summer, a month or two before the end of the FY. An AWCF activity has a 75 percent chance of having an onsite audit based on the information we heard. The AMC Installation Logistics Workshop coming up in May 98 will have updated training on capital asset accounting techniques. In the meantime, make sure you are following our recommendations contained in the latest policy memorandums published last FY. Contact your MSC HQ if you do not have them. (AMXEN-E/Mr. Morris/DSN 793-8301)

UPDATE! OUR AUTOMATED EXCESS POLICY IS FORTHCOMING. We have finished drafting our automated excess policy. Our DPAS units can now report excess using DPAS. Our policy provides our concept of operation and delineates AMC procedures. If your organization does not receive an AMC Asset Redistribution Policy by 15 Mar 98 please notify us by e-mail at: **pparker@ria-emh2.army.mil**. (AMXEN-E/Ms. Parker/DSN 793-8303)

MORE LOGISTICS WEBSITES OF INTEREST. Here are some more logistics websites that may interest you.

<http://www.acq.osd.mil/dp/mpi/> - Major Policy Initiatives website. Includes information on standardization of procurement by DOD agencies and new contracting and acquisition standards.

<http://www.access.gpo.gov/nara/cfr/> - Government Printing Office website. This site has Army regulations you can download, and search capabilities for electronic publications.

<http://www.forscom.army.mil/y2k/> - FORSCOM Year 2000 Information Center (and links).

<http://www.ria.army.mil/isa/y2k.html> - AMC's Y2K web page. These sites have Year 2000 information and procedures.

<http://www.drms.dla.mil/newrtd/index.html> - DRMS Reutilization web page (The entire DRMS inventory is available for search). Also, through the Contractor Inventory Redistribution System (CIRS) reusable property that is no longer needed by DOD contractors and made available for redistribution. Most CIRS material is new.

<http://www.disa.mil/cio/darmp/excess.html#excess>
The Chief Information Officer and Defense Automation Resources Management Program (DARMP) Division Defense Information Systems Agency's (DISA) maintains and manages the IT Excess Catalog. The DARMP's Redistribution Program provides an excellent opportunity for DOD and all Federal agencies to reduce acquisition and operating costs. There are a variety of items to choose from, including computers, printers, scanners and other peripheral items.

<http://www.assist.mil/Virus/avirous.html> Free DOD licensed anti-virus software for DOD organizations and employees.

You may find some, many, or in some cases, all of these sites useful. Please call me with any additional sites of interest and I will update you with future bulletin articles. (AMXEN-E/Ms. Parker/DSN 793-8303)

ALTERNATIVE FUELED VEHICLE (AFV) UPDATE. The Energy Policy Act of 1992 (EPACT) and Executive Order 13031 require you to obtain a certain percentage of light duty vehicles purchased as AFV. The EPACT mandates 50 percent of new acquisitions for FY 98 be AFVs. Executive Order 13031 mandates individual agencies set aside existing or requested funds to comply with EPACT mandates. This order applies to AFV acquisition requirement; primarily general-use vehicles located in metropolitan statistical area of 250,000 or more and air quality non-attainment areas. You must comply to the best of your Command's ability. You can increase AFV usage by ordering dual fuel vehicles. This is not a money saving proposition, this is a financially costly Law/Executive Order designed to reduce the nation's dependence on oil and improve the Nation's air quality by reducing pollutants in the atmosphere. As the Government increases its demand for AFVs, prices should decline. (AMXEN-E/Mr. Gray/DSN 793-8300)

AMC INVENTORY OF MOBILE EQUIPMENT. We at AMC maintain an inventory of the equipment requiring U.S. Army (USA) registration numbers. This includes all materials handling equipment, commercial construction equipment, fire trucks, rail equipment, watercraft, and special purpose NTVs **NOT** converted to permanent GSA leasing. We use this means of accountability to project future requirements when providing information to DA for proposed budgets and when unforeseen dollars become available to buy specific equipment. We update the inventory with your daily submissions of DA Forms 2408-9, Equipment Control Record; by the annual submission of the AMCEN 1086, USA Registration Number Report; and by information collected during the Administrative Transport Management Surveys (ATMSs).

You can request copies of your individual inventory by telephone at any time of the year. Many of you do this and update any discrepancies either on your end or here at AMC. If you do not request inventories, submit a 1086 report, or process DA Forms 2408-9, it usually requires a lot of work to catch up on your accountability of equipment with USA registration numbers when we conduct the ATMS. Don't wait 4 years for an ATMS, call our office and request your inventory to update now. (AMXEN-E/Mrs. Emerick/DSN 793-8322)

DECENTRALIZED NTV TDA LINE ITEM NUMBERS (LIN). We will not remove any of the decentralized NTV LINs listed in DA message 151416Z Sep 97 from the TDA until DA addresses some of our unanswered questions. Some of these LINs can fall on either side of the Congressionally imposed expense/investment threshold (currently \$100,000), depending on the number of options ordered on a vehicle. Annual product increases will also cause a problem. We will furnish more guidance on this issue as it becomes available. (AMXEN-E/Mr. Fuglsang/DSN 793-8361).

ONE-OF-A-KIND. One-of-a-kind equipment is that one and only specific type of equipment located on an installation. Usage data collected from the equipment determines additional similar items to support a request. The EM will then determine the most economical choice for purchase of a new or substitute item. The AR 71-32, 3 Mar 97, Equipment Authorization and Usage Program, chapter 6, paragraph 71m, requires maintenance of a one-of-a-kind equipment. Higher Headquarters will review this equipment. (AMXEN-E/Mrs. Winston/DSN 793-8362)

WELCOME TO THE ACTIVITY. We want to welcome Beverly Kilpatrick to the Supply and Services Division. Bev comes to us from Savanna Army Depot Activity and replaces Barb Nyquist who retired in Aug 96. While at Savanna Bev's duties included equipment manager and property book officer. Many of you probably know Bev from the various workshops held over the years, especially the Installation Equipment Management System Functional Coordinating Groups. She also participated in many assistance visits with the Equipment Management Division. Bev brings our Division a wealth of

knowledge in the property book area and the operation of DPAS. Bev's phone number is DSN 793-8317. (AMXEN-S/Mr. Oberhardt/DSN 793-6126)

INSTALLATION SUPPORT SYSTEM Y2K UPDATE. By now we're sure you have read about the approaching millennium date change and how it will affect you. Just an update on the installation support system throughout AMC; e.g., heating, ventilation and air conditioning, intrusion detection systems, traffic lights, and all other support systems. We have assessed the status of 2,430 systems, fixed 356 systems, and still need to fix 465 systems. We have much work to do since the goal is to fix all systems by 30 Sep 98. (AMXEN-S/Mr. Oberhardt/DSN 793-6126)

AUTOMATED REQUEST FOR ISSUE. DA continues working on the design of the Integrated Requirement and Purchase Request System (IRPRS). The Software Acceptance Test for processing of Requests for Services and Credit Card Purchases started on 8 Dec 97 at Fort Eustis and should conclude by 30 Jan 98. There is an interface to the Standard Army Automated Contracting System for this process, but not to any supply system yet. System design for processing Requests for Issue and interface with the AMC Installation Supply System (AMCISS) have not begun. The decision to proceed with this phase will not occur before a Configuration Control Board meeting tentatively scheduled during 2d Qtr FY 98. Therefore, implementation plans for using IRPRS to order materiel at AMC installations are still pending. We will keep you informed when we get more information. (AMXEN-S/Ms.Monn/DSN 793-6879)

CONSOLIDATION OF MAINFRAME PROCESSING SITES. The Defense Information Systems Agency (DISA) plans to consolidate their mainframe data processing centers and streamline services. The current 16 Defense Megacenters (DMCs) will decline to five mainframe processing centers with the remainder performing regional information technology support on a full cost recovery basis. This consolidation will allow DISA to take advantage of the latest technology and reduce costs to customers. Although your DMC may change, there should be no adverse impact to AMCISS processing. (AMXEN-S/Ms.Monn/DSN 793-6879)

FUTURE LOGISTICS SYSTEM CHANGES NAME. Design of DA's future logistics system was barely underway when a General Officer Working Group decided to change the system name. The Integrated Combat Service Support System (ICS3) has changed to the Global Combat Support System - Army (GCSS-A). The AMCISS will not convert to GCSS-A before 2004. We will keep you informed. (AMXEN-S/Roseanne Monn/DSN 793-6879)

PRIME VENDOR SERVICES INITIATIVE. For your information only: Implementation of DLA's Maintenance, Repair, and Operations (MRO) Prime Vendor test program has begun. This initiative supports installation DPW activities by providing direct Prime Vendor deliveries

of facility support items such as plumbing, electrical, and building supplies, as well as, DPW type tools. The DLA will award contracts in each of 10 worldwide regions, beginning with the southeast region's two zones where contracts have already been awarded. Some potential benefits from program participation include lowered distribution, transportation, and inventory costs, reduced credit card use due to electronic ordering over the Internet, and scheduled deliveries. Currently no AMC installations are participating pending favorable test results. Watch for more news regarding this initiative as more contracts are awarded and test results become available. (AMXEN-S/Ms.Kilpatrick/DSN 793-8317)

MARCH IS NATIONAL NUTRITION MONTH. The American Dietetic Association National Nutrition Month theme for 1998 is "Make Nutrition Come Alive – It's All About You." A healthy eating style is an overall pattern of food eaten based on personal preferences. Good food, well prepared in moderation, is part of a healthy eating pattern. Invigorate your taste buds and expand your horizons by trying new foods or trying low fat ways of preparing traditional dishes. Use the Food Guide Pyramid and food labels as your guides to making healthful choices. Eat right by eating well. (AMXEN-S/Ms. Taylor/DSN 793-8365)

BETTER WAYS OF DOING BUSINESS

BETTER WAYS OF DOING DPW BUSINESS. With today's budget constraints, everyone needs better ways of accomplishing work, either in a more cost effective manner or a more timely basis, or both. Paragraph 3-3e of AR 420-10, 15 Apr 97, Management of Installation Directorates of Public Works, provides a list of various means to accomplish these objectives. These include contracts and partnerships with local municipalities and use of prison inmate labor. As an example, you might contract with the local city or county for road maintenance, thus eliminating most of your manpower and equipment expenses for this work. Red River AD already uses inmate labor for grounds maintenance, and Blue Grass AD has submitted plans to use "half-way" house personnel for custodial work. (AMXEN-C/Mr. Reindl/DSN 793-8264)

REAL PROPERTY SITE VISITS IMPROVE RPI ACCURACY. AMC I&SA, CBDCOM, IOC, and Tooele Army Depot (TEAD) teamed during 4th Qtr FY 97 and 1st Qtr FY 98 to perform three real property site visits. The purposes of the site visits were to:

- Perform a 100 percent RPI validation as accountability transferred from TEAD and the IOC to the "chemical depots" and CBDCOM. During the visit we verified and updated:

- Design use category codes, unit of measures' values, type of construction, condition, assignment, and vacant area.

- Unit Identification Code table.

- Disposal records.

- Facility improvements using nonappropriated funds.

- Installation maps (manually annotating). We identified facilities that no longer exist that were on the maps and those that should be on the maps.

- We also:

- Instructed the newly assigned Real Property Accountable Officers in "how to" perform their function, including "how to" access the IFS-M RPI module and make appropriate changes.

- Incorporated appropriate RPI corrections in the installations IFS-M RPI database.

All attendees relayed the positive results of the visits. The CBDCOM representatives relayed they will have a more accurate RPI to help them with future decision making. Additionally, as ACSIM continues to find new ways to use the RPI information, the site visits allowed attendees to focus on current ACSIM and AMC initiatives.

Installations participating in or conducting 100 percent RPI validation surveys derive immediate benefits in knowing their RPI correctly reflects their true RPI assets, assignments, and also facilities they should include in their disposal plan. Both GOGO and GOCO installations could benefit from these visits. (AMXEN-C/Ms. Terrill/ DSN 793-5646)

COMMUNICATION IS IMPORTANT. We often find that communication and coordination with customers, national inventory control points, MSCs, and other installations can be very beneficial. As we downsize and try to find inventive ways to do business, communication becomes more critical. It's surprising how a simple phone call can make our jobs easier. (AMXEN-S/ Ms. Monn/DSN 793-6879).

WORKING TOGETHER FOR IMPROVED EQUIPMENT MANAGEMENT. Recently an installation commander sent a memorandum to all directorates emphasizing the need for directors to carefully review their equipment requirements and ensure they retained only essential equipment to support the installation mission. The commander wanted each category of equipment reduced by a minimum of 10 percent. Categories included nonexpendable items, other plant equipment, Controlled Cryptographic Items, weapons, GSA vehicles, electric carts, engineering, construction, and materials handling equipment. He did not include one-of-a-kind and

uniquely tracked items. The commander tasked the installation EM and the Equipment Division to monitor and assist with the asset reduction effort and provide him biweekly status reports.

His desire for the reduction parallels the current period of austere funding and personnel reductions. He worked closely with the installation EM and relied on the EM's walk-through usage reports and reviews of current utilization data which revealed a large amount of underutilized/unused equipment subject for turn-in. Another factor was the results of the Equipment Survey Program we conducted which identified excess equipment.

We support this great example of "doing business better", and encourage you to think about this and how it applies to your installation. You can reduce your costs and time in many ways, from maintenance to logistics support, through excess turn-ins and our serviceable equipment redistribution program. (AMXEN-E/R. Ramos/ DSN 793-3266)

DCSEHE&IL BULLETIN - CUSTOMER FEEDBACK SURVEY. I have enclosed a customer feedback survey as the last page of this issue. We would appreciate hearing from you. Your input will help us ensure that we are meeting your needs. If you have any questions or need information on the Bulletin, contact Jan Swift, DSN 793-5536, or email to jswift@ria-emh2.army.mil. (AMXEN/Ms. Swift/DSN 793-5536)

ATTABOYS!

FY 98 AMC SUPPLY EXCELLENCE AWARD (SEA) WINNERS AND RUNNERS-UP. We are pleased to announce our FY 98 SEA winners in three competitive categories:

- TDA Tenant Level: Aviation Technical Test Center (ATTC), Fort Rucker, AL,
- TDA Installation Level: Redstone Arsenal, Huntsville, AL
- MTOE Company Level: 389th Army Band (AMC's Own), Aberdeen Proving Ground, MD.

Our three winners join the competition for the prestigious Army SEA. Runners-up are:

- TDA Tenant Level: None
- TDA Installation Level: Red River Army Depot, Texarkana, TX
- MTOE Company Level: 2d Maintenance Company (TMDE), Waegwan, Camp Carroll, Korea.

Congratulations to all and good luck to our Army SEA nominees! (AMXEN-S/Bev Kilpatrick/DSN 793-8317)

FOR THE COMMANDER:

A handwritten signature in cursive script, reading "Earle C. Richardson".

EARLE C. RICHARDSON
Colonel, GS
Deputy Chief of Staff for
Engineering, Housing, Environment,
and Installation Logistics